



### **LEA Preparation Plan**

Please fill out the information below and submit to [info@ride.ri.gov](mailto:info@ride.ri.gov) by Thursday, March 19, 2020.

LEA Name: DCYF LEA for Limited Funding Purposes (Includes public Alternative Learning Program at the Thomas C. Slater Training School for Youth and the non-public Ocean Tides School, Narragansett Campus only. Both are residential facilities)

Superintendent's Name: Mike Burk

Email: [mike.burk@dcyf.ri.gov](mailto:mike.burk@dcyf.ri.gov)

Cell Phone: 401-527-2692

Point person for COVID-19: Mike Burk

Point person's title: DCYF LEA Superintendent/Administrator

Point person's email: [Mike.Burk@dcyf.ri.gov](mailto:Mike.Burk@dcyf.ri.gov)

Point person's cell phone: 401-527-2692

[Given the unique nature of the DCYF LEA and the inclusion of a non-public school within it, we are including the point of contact for Ocean Tides as well here: Brother James Martino, FSC; [martino@oceantides.org](mailto:martino@oceantides.org); 518.369.0707]

Have you reviewed your school emergency operations plans?

Yes, both schools have reviewed and implemented their emergency operations plans.

What preventative actions are you taking with students and staff (i.e. advising to stay home when sick; appropriately covering coughs and sneezes; and washing hands often)?

As both are residential facilities, youth attend school in the facility and live there. The facilities are both laid out in a fashion that allows for smaller class sizes to accommodate social distancing, including individual learning if necessary. There are some limits to technology that present the need for more traditional paper/pen instruction. Staff and students in both facilities have been instructed and are following the advised precautions related to personal hygiene. Should a youth present with symptoms, each facility has the ability to quarantine them in their rooms and have unused bedrooms in other areas of the facility that can be used as needed. Toileting and showering for these youth would be done separate from other youth.

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RITS staff who are in direct contact with youth who present symptoms are limited and are equipped with protective masks, gloves and sanitizer. Additionally, youth are wearing a mask, and have been provided a full safety/medical kit that includes hand sanitizer, gloves and a mask. Their educational tasks are provided by the identified staff in the living unit as part of independent study.

Should a staff member present symptoms, they would be advised to follow the guidelines put out by the RIDOH and the CDC regarding self-quarantining and seeking advice from their primary care physician. Additionally, the Training School has medical staff present during the week and regular business hours as well as a nurse present until 11 pm. A nurse is available on call after hours and on weekends. Ocean Tides has a nurse on site during the regular week and daytime with on-call availability after hours and on weekends. Any person entering the Training School will be screened at the front door of the RITS prior to gaining access. The screening will consist of the following questions being asked:

1. Do you have any of the following?

A. Cough, fever, or trouble breathing Yes\_\_\_\_\_ NO\_\_\_\_\_

B. Current Temperature\_\_\_\_\_ Taken by\_\_\_\_\_

2. Have you had close contact with someone who has confirmed or suspected COVID-19 ("coronavirus") in the last 14 days?

Yes\_\_\_\_\_ If yes, where/who? \_\_\_\_\_ NO\_\_\_\_\_

3. Have you recently returned from international travel within the past 14 days?

Yes\_\_\_\_\_ If yes, where \_\_\_\_\_ NO\_\_\_\_\_

4. Have you traveled on a cruise ship within the past 14 days?

Yes\_\_\_\_\_ If yes, where \_\_\_\_\_ NO\_\_\_\_\_

Do you have a plan in place for frequent cleaning?

Both facilities have already instituted a cleaning plan which includes thorough cleanings of all public spaces at least once per day and additional cleaning of hard surfaces, door handles, etc. several times throughout the day.

At the RITS, an area cleaning checklist is a newly instituted requirement of all departments each day and is completed for all areas of use and submitted daily to ensure compliance.



In addition to regular cleaning by Ocean Tide's commercial cleaning company daily, Christian Brother Center maintenance staff each morning cleans door handles and common surfaces as well as flat surfaces in rooms.

Are you actively monitoring absenteeism patterns among both students and staff?

Yes. Facility senior leadership reviews these on a daily basis and determines how to address as necessary. As residential facilities, we are always aware of where our youth are and when staff are out.

Ocean Tides has a regular system through their Finance Office to document and monitor employee absenteeism. Students are resident to the program

Have you reviewed your attendance and sick leave policies?

At the RITS all education staff at the RITS were directed to review the guidance from the Rhode Island Department of Education regarding attendance and sick leave and which we are expected to follow.

Ocean Tides Staff are being updated regarding policy and how it applies to them is being reviewed on a case by case basis. Hours used and available are posted on pay stub.

Do you have a plan for alerting the RI Department of Health about increases in absences, particularly those that appear due to respiratory illnesses? Who is your point person?

Yes. The Department is following procedures which include keeping RIDOH informed of these situations and have directed our providers to inform RIDOH and our child abuse hotline when this occurs. The point person is Mike Burk identified on the first page

DCYF has kept Ocean Tides aware of monitoring and reporting requirements and are prepared to meet these. Brother James Martino serves as the point person to DCYF on this.

Have you communicated with families about school closure policies and procedures?

As these are residential facilities, we do not anticipate an outright closure of either facility at this time. Should situations get to the point where these would need to be considered for either, we will work closely with our staff and families to ensure they are aware of the decision, the reason why and any steps they may need to take for themselves and their families. At the RITS, letters were issued to all families relative to the precautions and safeguards that we have instituted for all parties.

In the case of any possible exposure to COVID-19 to do you have a plan to provide guidance to the students or staff while maintaining confidentiality in accordance with the Americans with Disabilities Act and the Family Education Rights and Privacy Act?



Yes. We have already provided information on how to manage without possible exposure and steps to take if exposure were to happen.

If a child or staff member has been identified with Covid-19 are you prepared to coordinate with the RI Department of Health and follow all guidance and protocols?

As the “parent” agency, DCYF’s Chief of Staff, Aimee Mitchell, is a member of the State’s COVID-19 Task Force and provides a coordination role for us with Health. Directives have been provided to both facilities regarding how to address a positive identification of COVID-19 among staff or students and have been instructed in protocols to follow. As well, administrators and medical staff provide ongoing oversight to ensure precautions are being followed.

Ocean Tides has already provided information on how to manage without possible exposure and steps to take if exposure were to happen.

Do you have any planned activities of more than 250 participants?

The RITS has curtailed all group activities involving any external partners, community members and non-essential staff and/or programs to include professional development trainings, academies, etc. At the RITS, we have a current census of 32 youth and at no time are there ever more than 19 individuals in their educational congregate space in the living unit. The average is closer to that of 16 at all times with regards to education arrangements. Each RITS classroom will have seven or less students in the classroom while ensuring that no more than three additional staff will be in the same classroom.

Ocean Tides has no plans for activities including 250 or more and has limited access to the facility.

In case of a school closure, how will you inform families and staff?

As these are residential facilities, we do not anticipate an outright closure of either facility at this time. Should situations get to the point where these would need to be considered for either, we will work closely with our staff and families to ensure they are aware of the decision, the reason why and any steps they may need to take for themselves and their families.

In case of a school closure, what do you have in place for continuous instruction?

If a school closure were to take place, we would use primarily pen/paper instructional methods due to the nature of our programs. For those instructional programs that can be accessed via computer, we will work to ensure youth can access from home. Our current populations are low enough (25-35 in each facility) that moving would likely not be a significant burden for either school.

Does your instructional contingency plan include how you would manage days out of school? Does it include virtual learning options?

Yes but, as noted above, virtual learning options may be limited.

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Have you tried any virtual learning options already?

Not specifically for this purpose given the nature of our programs.